



Nutrition Services

Standard Operating Procedures: **Procedures for Cafeteria Meal Accounts**

It is the responsibility of parents or guardians to prepay for school meals or pay for meals at the time of service; provide a breakfast or lunch from home; *or* complete an annual application establishing eligibility for free or reduced-price meals. Nutrition Services is unable to use state or federal funds to forgive student meal debts and has established guidelines to help families manage cafeteria accounts.

Families are encouraged to complete an application for Free or Reduced priced meal benefits anytime during the school year if they find their personal income situation has changed.

Families are additionally encouraged to enroll in the online prepayment service www.myschoolbucks.com for convenient online payments and account tracking. Reminders can be set up through the system to alert families when balances are low. It may take up to 24 hours to post the the students account.

NOTE:

When a student's account has a negative balance of \$3.00 Students will receive courteous verbal communication with the student and hand stamp to remind students and parents that the cafeteria account is in the negative. Student's will also not be able to purchase A La Carte items.

When a student's account is \$6.00 or more in the negative the student will receive one or more of the following: a verbal reminder, a negative balance slip to bring home to the parent's, a negative balance letter sent to parents/guardians, and/or a phone call to the student's home.

If a student's account falls below \$15.00 in the negative a student will be given an alternate meal (A cheese sandwich, milk, and access to the salad bar), which will be charged at the full lunch rate, until the student's account is paid in full.